

APPENDIX A

FAIR HOUSING AGENCIES IN WASHINGTON STATE

The Federal Fair Housing Act and also State and local fair housing laws exempt certain types of housing from coverage. Contact each enforcement agency with questions concerning the law that agency enforces.

U.S. DEPT. OF HOUSING & URBAN DEVELOPMENT	WASHINGTON STATE HUMAN RIGHTS COMMISSION	KING COUNTY OFFICE OF CIVIL RIGHTS	SEATTLE OFFICE FOR CIVIL RIGHTS	TACOMA HUMAN RIGHTS & HUMAN SERVICES DEPT.
Fair Housing 909 First Avenue Suite 205 Seattle, WA 98104-1000 206-220-5170 1-800-877-0246 TTY 206-220-5185 Fax 206-220-5447 www.hud.gov/local/sea/sea/home.html	711 S. Capitol Way Suite 402 Olympia, WA 98504-2490 360-753-6770 1-800-233-3247 TTY 1-800-300-7525 Fax 360-586-2282 www.hum.wa.gov	Yesler Building 400 Yesler Way Room 260 Seattle, WA 98104-2683 206-296-7592 TTY 206-296-7596 Fax 206-296-4329 www.metrokc.gov/dias/ocre	700 Third Avenue Suite 250 Seattle, WA 98104-1849 206-684-4500 TTY 206-684-4503 Fax 206-684-0332 www.cityofseattle.net/civilrights	747 Market Street Room 836 Tacoma, WA 98402-3779 253-591-5151 TTY 253-591-5153 Fax 253-591-5121 www.cityoftacoma.org/34humanservices/frmain.htm
RACE COLOR NATIONAL ORIGIN RELIGION SEX DISABILITY FAMILIAL STATUS RETALIATION	RACE COLOR NATIONAL ORIGIN CREED SEX DISABILITY FAMILIAL STATUS RETALIATION MARITAL STATUS	RACE COLOR NATIONAL ORIGIN RELIGION SEX DISABILITY PARENTAL STATUS RETALIATION MARITAL STATUS AGE SEXUAL ORIENTATION PARTICIPATION IN SECTION 8 PROGRAM	RACE COLOR NATIONAL ORIGIN RELIGION/CREED SEX DISABILITY PARENTAL STATUS RETALIATION MARITAL STATUS AGE ANCESTRY SEXUAL ORIENTATION GENDER IDENTITY PARTICIPATION IN SECTION 8 PROGRAM POLITICAL IDEOLOGY	RACE COLOR NATIONAL ORIGIN RELIGION SEX DISABILITY FAMILIAL STATUS RETALIATION MARITAL STATUS AGE ANCESTRY SEXUAL ORIENTATION GENDER IDENTITY
Complaints must be filed within 1 year <u>Jurisdiction:</u> United States	Complaints must be filed within 1 year <u>Jurisdiction:</u> Washington	Complaints must be filed within 180 days <u>Jurisdiction:</u> Unincorporated King County	Complaints must be filed within 180 days <u>Jurisdiction:</u> City of Seattle	Complaints must be filed within 1 year <u>Jurisdiction:</u> City of Tacoma

NOTE: City of Bellevue antidiscrimination laws include Section 8. To file a complaint, contact Code Compliance, Dept of Planning & Community Development, 301 116th Avenue SE, Suite 405, Bellevue, WA 98009, 425-452-7818.

The following organizations advocate for fair housing, provide training and education/outreach:

FAIR HOUSING CENTER OF SOUTH PUGET SOUND
 1517 S. Fawcett, Suite 250, Tacoma, Washington 98402

253-274-9523, toll free 888-766-8800
 e-mail: fhcsps@ix.netcom.com

NORTHWEST FAIR HOUSING ALLIANCE 509-325-2665 or in 509 area code, 1-800-200-FAIR (3247)
 35 West Main Avenue, Suite 250, Spokane, Washington 99201 e-mail: nwfairhouse@nwadv.com

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APPENDIX B

Suggested Alternative Documents for Screening Immigrant Populations

Documents that establish identity	Documents that establish past rental history	Documents that establish credit or ability to pay rent
<ul style="list-style-type: none"> • Citizenship Card, Consulate Cards • INS Form I-864 Sponsorship verification • Certificate of Naturalization (INS I-550) • Voter's registration card • U.S. Passport • Certificate of U.S. Citizenship (N-550 or N-561) • Unexpired foreign passport, with 1-555 stamp or INS form 1-94 indicating unexpired employment authorization • Alien registration receipt card with photograph (I-151 or I-551) • Unexpired temporary resident card (I-688) • Unexpired employment authorization card (I-688A or I-688B) • Unexpired reentry permit (I-327) • Unexpired refugee travel document (I-571) • Driver's license or ID card • Military card or draft record or military depend card • School ID card with photograph • Hospital records • Day care or nursery school records 	<ul style="list-style-type: none"> • Records from school district to establish stability • Letter from utility company to establish rental history • Letter from former landlord with a phone number • Copy of lease from former residence 	<ul style="list-style-type: none"> • Letter from employer • Current contracts for major purchases to help identify credit • Bank records • Sponsorship letters • INS Form I-864 Sponsorship verification • Social Security card • Individual Taxpayer Identification number (ITIN) • Current Pay stubs • Benefit Award Letter (SSA, DSHS, etc.) • Section 8 Voucher • School Pmt Contracts • Paid off Installment contracts • Paid Utility Bills

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The Fair Housing Center of South Puget Sound, the agency which developed this document, is solely responsible for the content, which does not necessarily reflect the views of the government.

APPENDIX C

COMMON HOUSING ACCOMMODATIONS & MODIFICATIONS

Under the federal Fair Housing Act and local fair housing laws, housing providers must accommodate the needs of disabled applicants and tenants. A landlord or manager must reasonably adjust rules, procedures or services in order to give disabled tenants an equal opportunity to use and enjoy a dwelling unit or a common space. Housing providers must also allow disabled tenants to make reasonable modifications to their living unit or common areas (in most cases, at the tenant's expense), if needed for them to live comfortably and safely in their units. Housing providers cannot ask applicants or tenants whether they have a disability, ask for details about the condition, or ask to see medical records. If a person requests a reasonable accommodation/modification, a housing provider may ask for proof that the request will address the tenant's disability needs. Upon request, the tenant should provide a letter from a health care practitioner verifying the person has a disability and requires the accommodation/modification.

Vision Disabilities	Hearing Disabilities	Cognitive Disabilities	Psychiatric Disabilities	Physical Disabilities	HIV & AIDS	Environmental Disabilities
Allow a service animal. Read notices aloud to the tenant or put notices in large print, audio tape or Braille. Provide ample inside and outside lighting. Provide large print or Brailled numbers on the front door or common use areas. Remove protruding objects from hallways and outside pathways. Provide a non-slip, color-contrast strip on stairs.	Provide a doorbell flasher. Provide a visual alarm system on smoke detectors. Provide a sign language interpreter for tenant meetings. If phones are provided, using a visual flasher attachment. Allow a service animal. Install a TTY in the rental office. Amplify a communications system.	Write application, rental agreement and notices in clear and simple terms. Explain rental agreement and tenancy rules. Show where the water shutoff valve is and when to use it. Show how to use appliances and common use areas. Make outside door locks or security locks simpler. Provide a reminder at the beginning of the month that the rent is due.	Allow a service animal. Move a tenant to a quieter unit, if requested. Place an application back on the waiting list (if applicant missed intake interview or got paperwork in late due to the disability). Upon request, provide intervention if the tenant is being harassed.	Allow mail-in applications. Meet at an accessible location. Allow widening of doorways. Allow ramp to be built. Allow installation of bathroom grab bars. Allow a personal care attendant to live with the tenant. Wrap kitchen and bathroom pipes with insulation. Install anti-skid tape on floors, stairs. Allow lowering of environmental controls. Allow lowering of closet rods. Provide lever door handles and automatic door closers. Move a tenant to another floor or to the ground floor for easier mobility, if requested. Clear shrubs away from pathways and trim to eye level.	Move a tenant to another floor or to the ground floor for easier mobility, if requested. Allow a personal care attendant to live with the tenant in a two bedroom apartment. If requested, provide intervention if the tenant is being harassed. Provide or allow a person from the community to educate other tenants about the condition.	Use non-toxic fertilizers for landscape areas and non-toxic cleaning products for common areas. Allow removal of carpet from the apartment. Remove the ballast or fluorescent lights from the kitchen and bathroom. Post "No Smoking" signs in common use areas such as the office, hallways, lobby and laundry room.